

M S P



MANAGERIAL SELECTION PROCESS

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.

EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS.

CLASSIFICATION: **SUPERVISING TRANSPORTATION ENGINEER, CALTRANS**

POSITION TITLE: **DESIGN/HIGH SPEED RAIL COORDINATOR**

SALARY: **\$8955 - \$9878**

LOCATION: **HEADQUARTERS - SACRAMENTO**

FINAL FILING DATE: **JUNE 3, 2010**

DUTIES/RESPONSIBILITIES

Under the general direction of the Chief, Division of Design, a CEA III, the Supervising Transportation Engineer acts as a deputy for the Division Chief in implementing all phases of the project development process. There is considerable flexibility in determining how time should be utilized in performing the duties of this position as the needs of district(s) and Headquarters vary from time to time. The incumbent time available is devoted to major policy issues involving other agency participation and funds, project priorities and programming, project and route controversies and litigation, alternative studies and courses of action, High Speed Train, High Occupancy Vehicle and other mode considerations, and project quality, and deliverability.

Responsibilities include, but are not limited to:

- Provides timely technical advice and assistance to districts in development of transportation projects that are high quality, cost effective, and within programmed allocations and established schedules. Major emphasis shall be placed on ensuring consistent and uniform application of statewide policies, standards, procedures, guidelines and practices.
- Establishes effective working relationships with district staff, approves deviations from mandatory design standards proposed by district and concurs in preferred alternative selections.
- Directs the work of the District Reviewer assigned to the district(s) while in the field, advises District Directors and staff of statewide implications of district proposals, provides interpretation and clarification of Headquarters instructions, policies, standards and practices.
- Assists the district in resolving issues and gain approval with Federal Highway Administration (FHWA) and California High Speed Rail Authority (CHSRA) over design details and standards, federal fund participation, environmental impacts and others as needed.
- Serves as the Department's focal point with the CHSRA. Coordinates the Department's cross functional effort to support the efficient and effective delivery of high speed train projects, consistent with Department policies, standards and procedures, while maintaining the integrity, safety and sustainability of the state's highway system. Provides a focal point for the District project teams, providing consistent statewide guidance relative to high speed train projects.
- Provides advice and assistance to the Division Chief in establishing and improving statewide policies, standards, procedures, guidelines and practices. Jointly with other Project Delivery coordinators, Office Chiefs and Design Reviewers, assists the Division Chief in assuring consistent statewide application of current policies, standards and practices. Keeps Division Chief informed of significant problems and issues that arise in the districts and potential areas of improvement in policies, standards, procedures, and practices.
- Provides independent advice, recommendations, briefings and reports to the Division Chief and top Headquarters management on project development and related matters.
- Serves as the principle division resource to evaluate and help to improve district performance in project development processes.
- Serves as principle division contact with the FHWA and CHSRA. Coordinates efforts of district reviewers from Environmental, Landscape, Traffic and Structures, Project Management and Right of Way and Land Surveys as appropriate to expedite project decisions and involves other Headquarters functional units as necessary, maintain familiarity with FHWA rules, regulations and policies, and through the use of quality principles, continuously improve the service to our customers.
- Technical advice and assistance to the districts, includes participating in project operational reviews and safety reviews as required, maintaining major involvement in all phases of district development of projects, reviewing and providing comments on project documents generated by district including procedural, engineering, economic, environmental and policy matters and cost estimates, and serving on Project Development Teams and other special district groups as appropriate.
- Advices and assistance to the Division Chief, includes preparing special reports, correspondence, issue papers and briefing reports for the public, Legislature, FHWA and management, attending public hearings or sending a substitute, and providing analysis and review as required of proposed projects impacting the state highway system.
- Liaisons and evaluations, include maintaining and/or developing records of district actions for purpose of periodic performance evaluation, and providing advice to both district and headquarters on resolutions of necessity for condemnation, disposal of right of way, relinquishments, freeway agreements, and route adoptions.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with the Department of Transportation and meet the following qualifications by the final file date in order to participate in this examination.

Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers. **and**

Either I

Experience: One year of transportation engineering experience as a senior level engineer in the California state service.

Or II

One year of supervisory or managerial experience equivalent in level to a Senior Transportation Planner in the California state service. **and**

Two years of civil engineering work at the Associate Engineer level or higher in the California state service.

Or III

Broad and extensive (more than five years) transportation engineering experience, two years of which are equivalent in responsibility to the senior level engineer in the California state service.

KNOWLEDGE AND ABILITIES

Knowledge of: Various phases of transportation engineering and systems planning; transportation economics and financing; factors which influence the impact of transportation facilities on the environment, the community and the economy; principles and techniques of personnel management and supervision; Department's equal employment opportunity and labor relations objectives; a manager's role in safety, health, equal employment opportunity and labor relations and the processes available to meet these program objectives.

Ability to: Administer an engineering program; plan and direct the work of others; judge work quality and performance; prepare technical correspondence and complete, comprehensive reports; prepare articles for publication; address an audience effectively; analyze situations accurately and adopt an effective course of action; communicate effectively; effectively contribute to the Department's safety, health, equal employment opportunity and labor relations objectives.

POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated ability to meet the goals and objectives of the Department's mission statement and the strategic plan utilizing knowledge of Caltrans' organization, departmental policies and financial constraints and procedures is required.
- Demonstrated understanding of the manager's role in safety, health, personnel management, labor relations and the Department's Equal Employment Opportunity objectives..
- Demonstrated effective oral presentation and written communications skills.
- Demonstrated ability to work with minimum direction and supervision, to initiate action independently, to handle multiple assignments simultaneously, to learn new tasks quickly with little or no formal training, and to be responsive to customers and management.
- Demonstrated ability to effectively apply logic, creativity and motivational and negotiation skills, in concert with knowledge of project delivery and Department policies, standards and procedures in decision making processes.

- Demonstrated ability to establish and maintain cooperative working relationships with state, federal and local agencies, industry advocacy groups, and the business community.

EXAMINATION INFORMATION

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant position. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

FILING INSTRUCTIONS

All interested applicants must submit:

- An original, signed State application (STD. 678) that includes civil service titles and dates of experience. The application should specify the **classification; position title and the MSP number 10MSP11**.
- **No faxed or emailed applications will be accepted.**
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The Statement should be no more than two pages in length and should address each of the Position Specific Qualifications listed on this examination announcement.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.
- Effective January 1, 2009, Government Code Section 18991 is enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Special Examination & Appointment (SEA) Program examinations, for which he/she meets the minimum qualifications. **Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).**

State application and Statement of Qualifications must be received or postmarked by the final file date of **JUNE 3, 2010**. Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation
ATTN: Liz Ochoa (10MSP11)
1727 30th Street, MS-86
Sacramento, CA 95816**

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

Questions regarding this examination process should be directed to Liz Ochoa at (916) 227-7466.

ELIGIBILITY INFORMATION

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TTY users may contact the California Relay Service TTY line at 1-800-735-2929, the Voice line at 1-800-735-2922, or the Exams TTY line at (916) 227-7857 for assistance.

<p>For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858/Calnet 498-7858 or TTY (916) 227-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.</p>
